

# Savitribai Phule Pune University

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**Director,**

**Board of College & University Development**

Ganeshkhind, Pune-411 007

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To,

Hon. Principals/Directors of all affiliated colleges of Arts, Commerce, Science, Law and Management.

**Subject: Guidelines regarding evaluation of skill-based courses of 4 credits incorporated in the syllabi of post-graduate degree programmes with effect from June 2014.**

Dear Sir/ Madam,

Skill-based training courses of 4 credits have been already incorporated in the syllabi of Post graduate degree curricula of Savitribai Phule Pune University after the approval from academic council vide approval no. ब ५१ पीए/ ५१/१४ ३ जून २०१४ . We, hereby, would like to give the guidelines for the evaluation of these courses. It should be noted that :

- 1.It will be **internal constant evaluation** and will be carried over a period of two years PG degree programme.
- 2.College may conduct the first term end examination for this year in January 2015 and final test at the time of yearly examination for the students appearing for part II of the PG degree course.
- 3.However, for the students appearing for part I, evaluation can be carried out as per given components throughout two years of PG degree course.
- 4.The final marklists of Part II students of all components of evaluation i. e. written test I and II and practical work should be sent to Savitribai Phule Pune University.

Guidelines are attached herewith. Please kindly take a note and do the needful.

Dr.V.B.Gaikwad,  
Director,BCUD,

## Guidelines for Evaluation of Skill-based Courses of 4 Credits

From the academic year 2014-15, the skill- based courses for 4 credits have been incorporated in the curriculum of Post-graduate degree programmes of Savitribai Phule Pune University.

Evaluation comprises of the *Internal Assessment* on the basis of following components:

**Table No. 1: Components of Evaluation**

<b>Sr. No.</b>	<b>Evaluation Head</b>	<b>Marks</b>
1.	Skill-based practical work	60
2.	Written Test I	20
3.	Written Test II	20
	<b>Total Marks</b>	<b>100</b>

### **I. Evaluation of Skill-based Practical work:**

Course- related skill-based practical work will be entirely based on the skills to be developed in the students. It may include the topics as has been prescribed in the syllabi of every course. Practical components may be based on laboratory work, on job industrial training, working with NGO or similar organizations, project, field work, group discussion, presentation etc. *unless otherwise clearly specified* in the given syllabi of all the courses.

College is supposed to maintain the record of marks allotted to the practical work carried out by the students.

The following criteria can be used for designing the tool for evaluation of practical work.

#### **A. For Science and technical subjects:**

The criteria as indicated below are suggestive and you may refer to it as a guideline for designing your own tool for evaluation if necessary. However, evaluation of each student for practical work must be done objectively and should be based on actual supervision by the trainer.

**Total marks: 60**

**Table No 2: Evaluation tool for practical work in science and technical subjects:**

<i>Sr. No.</i>	<i>Evaluation Criteria</i>	<i>Marks out of</i>	<i>Excellent (10)</i>	<i>Very good (8)</i>	<i>Good (6)</i>	<i>Satisfactory (4)</i>	<i>Needs improvement (2)</i>
<b>1.</b>	Knowledge of underlying principles	<b>10</b>					
<b>2.</b>	<b>Level of proficiency acquired in the respective skill:</b> (each of the following point carries 10 points)						
<b>a</b>	Operational skills related to instruments, machines	<b>10</b>					
<b>b</b>	Procedural skills	<b>10</b>					
<b>c</b>	Precision (accuracy)	<b>10</b>					
<b>d</b>	Adaptation and origination( evolving new creative patterns in specific situations thus proving highly developed skills)	<b>10</b>					
<b>e</b>	Quality of work accomplished	<b>10</b>					
	<b>Total Marks</b>	<b>60</b>					

**A. For the faculty of arts, mental, moral and social sciences, education, management, law, commerce: ( Any 6 of the following criteria may be chosen for designing evaluation tool ):**

**Table No. 3: Evaluation tool for practical work in subjects specified as above:**

**Total marks: 60**

<b>Sr. No.</b>	<b>Evaluation criteria</b>	<b>Marks out of</b>	<i>Excellent (10)</i>	<i>Very good (8)</i>	<i>Good (6)</i>	<i>Satisfactory (4)</i>	<i>Needs improvement (2)</i>
<b>1.</b>	Interpersonal skills	<b>10</b>					
<b>2</b>	Critical thinking	<b>10</b>					
<b>3</b>	Decision making	<b>10</b>					
<b>4</b>	Problem solving	<b>10</b>					
<b>5</b>	Preparing layout of execution plan	<b>10</b>					
<b>6</b>	Effective implementation of plan	<b>10</b>					
<b>7</b>	Presentation	<b>10</b>					
<b>8</b>	Ability to work in social set-up	<b>10</b>					
<b>9</b>	Co-ordination and organizational skills	<b>10</b>					
<b>10</b>	Time management	<b>10</b>					
	<b>Total marks (for any of the above 6 criteria)</b>	<b>(Out of 60)</b>					

## **II. Term-end examination/ Annual Examination: 20 marks**

There will be two written examinations conducted by the college one at the end of each term. College will set the question paper for the skill-based course that has been selected. College has to send a copy of question-paper, model answers and record of students' marks to SPPU. Pattern for the question paper is as follows:

**A. Objective questions** (*8 questions from any of the following or combination of two*):  
**8 Marks**

- a. Multiple choice questions
- b. Define/ Answer in one sentence/ Name the following:

**B. Descriptive Questions** (*4 questions from any of the following or combination*):  
**12 Marks**

Answer in short/ Short notes/ Give reasons/ Discuss/ Draw diagrams.

### **Moderation of Internal Assessment by SPPU:**

SPPU committee may visit the college for the inspection and moderation of internal assessment work of the Skill-based courses in the month of April with prior notice.